

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 20, 2002

REVISED:

| | 531. JOB RELATED EXPENSES |
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| 1. Authority | <p>Payment of the actual and necessary expenses, including traveling expenses, that any employee incurs in the course of performing services for the center shall be made in accordance with Joint Operating Committee policy.</p> |
| | <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile approved by the Joint Operating Committee. If a center vehicle is available, but the employee prefers to use his/her own vehicle, the use is reimbursable at the rate per mile approved by the Joint Operating Committee.</p> |
| 2. Delegation of Responsibility | <p>The validity of payments for job related expenses shall be determined by the Administrative Director.</p> |
| 3. Guidelines | <p>Center vehicles should be used for all school business. The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned for approved school business, but not between home and school, is authorized in advance by the Administrative Director, and such use for special emergency purposes is a recognized part of the employee's job responsibilities.</p> |
| SC 517 | <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the center shall be reimbursable to the employee if such events are a part of school programs, such events have programs to benefit the employee in the performance of assigned duties, and approval has been obtained in advance from the Administrative Director and/or Joint Operating Committee.</p> <p>Attendance at approved events outside the center shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>Expenses for attendance at approved events shall be reimbursable to the employee in full.</p> |

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| <p>School Code 517</p> | <p><u>Reimbursement</u></p> <p>The Administrative Director or designee shall prepare procedures for the reimbursement of travel expenses which include:</p> <ol style="list-style-type: none">1. Each request shall reasonably detail the reasons for the expenditure.2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.3. If the employee desires to use his/her own vehicle instead of public transportation where public transportation would be feasible, then the reimbursement for travel shall not exceed the cost for air coach or tourist class.4. Travel shall be by the most direct and economical route.5. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached. <p>Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.</p> |
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